

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2009-10**

Department: PURCHASING  
(00220)  
Function: General  
Activity: Finance  
Fund: General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2007-08</u>	<u>BOARD APPROVED EXPENDITURES 2008-09</u>	<u>DEPARTMENT REQUEST 2009-10</u>	<u>CAO RECOMMENDATION 2009-10</u>
<b><u>SALARIES &amp; EMPLOYEE BENEFITS</u></b>				
710102 Permanent Salaries	280,716	336,000	304,000	304,000
710103 Extra Help	31,121	0	47,000	47,000
710200 Retirement	60,531	83,200	85,000	85,000
710300 Health Insurance	29,956	26,500	42,600	42,600
710400 Workers' Compensation Insurance	1,490	1,171	1,228	1,228
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>403,814</b>	<b>446,871</b>	<b>479,828</b>	<b>479,828</b>
<b><u>SERVICES &amp; SUPPLIES</u></b>				
720300 Communications	775	1,800	1,000	1,000
720600 Insurance	223	282	176	176
720800 Maintenance - Equipment	610	500	500	500
721300 Office Expense	4,027	5,500	5,000	5,000
721500 Publications & Legal Notices	124	500	250	250
721600 Rents & Leases - Equipment	21	1,200	800	800
722000 Transportation & Travel	0	150	150	150
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>5,780</b>	<b>9,932</b>	<b>7,876</b>	<b>7,876</b>
<b>TOTAL - PURCHASING</b>	<b>409,594</b>	<b>456,803</b>	<b>487,704</b>	<b>487,704</b>

COMMENTS

The Purchasing Office is responsible for processing orders for most supplies, services and equipment for County Departments, transferring of items among Departments to secure maximum utilization, and disposal of obsolete and surplus items. This office also administers a number of functions listed in the Central Services budget. This function is administered by the County Administrative Office.

STAFFING

<u>Permanent</u>	<u>2008-09 Authorized</u>	<u>2009-10 Request &amp; Recommend</u>
Assistant Administrative Officer	1	1
Administrative Analyst I/II	1	1
Central Services Assistant	2	2
Central Services Worker	1	1
Purchasing Assistant I or II/Buyer I/II	1	1
Buyer II or Senior Buyer	<u>1</u>	<u>1</u>
Total Permanent	7	7

WORKLOAD

	Actual & Estimate <u>2008-09</u>	Estimated <u>2009-10</u>
<u>Purchasing</u>		
Purchase Orders Processed	1,890	1,890
Requisitions Processed	4,500	4,500
Formal Bids Prepared	55	55
Annual Bids Prepared	16	16
Informal Bids Prepared	480	480
Accounts Payable Claims Reviewed	8,600	8,600
Purchasing Agent Agreements	250	250
 <u>Mailroom Activity</u>		
Pieces of Mail Processed	750,000	750,000
Pieces of Mail Received/Sorted	327,000	327,000
 <u>Surplus</u>		
Items Sold/Processed	750	750

SALARIES & EMPLOYEE BENEFITS

- 710102     Permanent Salaries are recommended at \$304,000 based on present and recommended staff.
- 710103     Extra Help is recommended at \$47,000 to provide for an extra help Central Services Assistant and a Central Services Worker.
- 710200     Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300     Health Insurance is based on the employer's share of health insurance premiums.
- 710400     Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300      Communications (\$1,000) is recommended for telephone, fax, and modem expenditures.
- 720600      Insurance reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800      Maintenance - Equipment is recommended at \$500. This account covers the cost of maintenance for one typewriter, three calculators, printers, computers and miscellaneous office equipment.
- 721300      Office Expense (\$5,000) This account covers the cost of copying production, office supplies cost, and printed forms.
- 721500      Publications & Legal Notices (\$250) This account pays for the publication of bids and legal notices.
- 721600      Rents & Leases - Equipment is recommended at \$800 to provide for copier rental.
- 722000      Transportation & Travel costs are recommended at \$150. This account pays for travel expenses and training for the Department.